



**DEPARTMENT OF THE ARMY**  
DEFENSE LANGUAGE INSTITUTE, FOREIGN LANGUAGE CENTER AND PRESIDIO OF MONTEREY  
1759 LEWIS ROAD  
MONTEREY CA 93944-5006

REPLY TO  
ATTENTION OF

ATZP-DRM (37-3)

18 MAR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Travel Card Program Policy

1 References.

- a. DODFMR, Vol 9, Chapter 3 (Travel Policy & Procedures), December 1996.
- b. DOD Directive 5500.7-R, The Joint Ethics Regulation
- c. Article 92, Uniform Code of Military Justice (UCMJ).
- d. TRADOC Regulation 37-3, Government Travel Card Program, 26 July 1999.

2. Purpose: To ensure proper use of resources by eliminating Army Travel Card misuse and payment delinquency.

3. Applicability: This policy applies to all military and civilian personnel assigned or attached to the Presidio of Monterey (POM) and tenant activity personnel serviced by the POM.

4. Procedures: The emphasis will be on proactive measures to preclude misuse and delinquency. These measures include:

- a. Supervisory approval on card applications.
- b. Written guidance and briefing to all travel cardholders on appropriate use when issuing cards.
- c. Reviews of active accounts to identify potential misuse.
- d. Notification of individual and supervisor of delinquent accounts or misuse.
- e. Appropriate corrective action by supervisor for delinquency or misuse.

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f. Deactivation of cards upon PCS unless TDY commitment enroute.

5. We all share responsibility for engendering public trust and confidence in our resource stewardship. I will personally review monthly Travel Card Program performance metrics and goals to ensure we are well within standards. I expect everyone to take responsibility for prompt and effective action on all Travel Card issues.

A handwritten signature in black ink, appearing to read "Kevin M. Rice". The signature is fluid and cursive, with the first name "Kevin" written in a larger, more prominent script than the last name "Rice".

KEVIN M. RICE  
COL, IN  
Commanding

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